

Department of Health
Medical Quality Assurance Commission

Policy and Procedure

Title:	Review procedure for <i>Update!</i> , the quarterly newsletter of the Medical Commission	MD2013-01
References:		
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The Medical Commission produces a quarterly newsletter which informs the practitioners in the State of Washington on topics relevant to allopathic medical practice. The Commission recognizes that such specialized information requires knowledgeable oversight. To maintain the informational integrity of the Medical Commission newsletter, the Commission appoints an Editorial Board to oversee and approve content and guide publication according to the wishes of the Commission. The Medical Commission maintains all editorial control and review processes internally.

Background

The Medical Commission has historically published a newsletter containing relevant information for physician and physician assistant licensees in the State of Washington. The content of the newsletter is specialized and relating to standard of practice, trends in practice, and alerts targeted at medical practitioners licensed with the Commission. The intent is to inform practitioners in Washington what is considered acceptable clinical practice standards. With such specialized information being prepared for publication and distribution to the practitioner population, the Commission established steps to maintain acceptable oversight and informational accuracy.

In response to the re-launch of the newsletter in 2011, the Medical Commission established an Editorial Board composed of four Commission members, two clinical members and two public members, to oversee the content and development on behalf of the Commission. One staff member

was designated the Managing Editor and the Legal Unit Manager was designated as a resource in the development and review process.

The approval of the newsletter comes from the Medical Commission Editorial Board, the Executive Committee, and the Executive Director. Final Review of the content is conducted by the Editorial Board, the Executive Committee, the Executive Director, the Assistant Attorney General, the Operations Manager, the Legal Manager, and the Managing Editor. Any specialized content relating to a specific business unit within the Commission is reviewed by the manager of that specific unit.

Conclusion

To maintain the informational integrity of the Medical Commission newsletter, the Commission appoints an Editorial Board to oversee and approve content and guide publication according to the wishes of the Commission. The Medical Commission maintains all editorial control and review processes internally.

Procedure

During the course of the production process, the Managing Editor will collect content ideas from senior management meetings, Commission meetings, case reviews, and other resources as needed. Once these topics are assembled the review and approval process begins.

1. The Managing Editor submits a content list to the Editorial Board for approval.
 - a. Content is listed by recurring content and new content, with proposed authors specified.
 - b. The Chair of the Commission, the Executive Director, and the Legal Unit Manager are copied on this communication.
2. Once the proposed content is approved by the Editorial Board it is developed under the direction of the Managing Editor.
 - a. Development includes assignment, scheduling, and other functions as necessary. The Managing Editor has discretion during the development phase to assign, reassign, and edit content prior to being submitted to the Editorial Board.
3. Once content has been assembled, the Managing Editor conducts a review to reasonably ensure plain talk standards are met.
4. Non-standard content or content of a clinical and/or policy nature is forwarded to the Editorial Board for review and potential changes.
5. After content editing and approval, the newsletter goes through the layout process.
6. Once layout is complete, the Managing Editor conducts a review of the standard information and layout in an effort to correct any formatting or aged contact data.
7. The Managing Editor submits the completed newsletter as a PDF to the Editorial Board, the Executive Committee, the Executive Director, the Assistant Attorney General, the Operations Manager, and the Legal Unit Manager.

8. If the Editorial Board approves and no issues are raised by the rest of the review panel, the Managing Editor begins the production process with the designated vendor.
9. The final PDF copy of the newsletter is posted to the Medical Commission homepage and publications page two weeks in advance of the hardcopy print date.
10. The Managing Editor sends the newsletter PDF and link to the online edition through the Medical Commission Newsletter Listserv when the document is posted to the website.
11. Hardcopies are forwarded to the State Library.

Additional Information

To ensure the newsletter is timely and relevant, the entire production process, from topic collection to printing, should take no more than six weeks. Four of these weeks should be devoted to content development, one to layout, and one to the printing process.